



<p align="center">COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH CORRECTIONS</p> 	<p align="center">POLICY 16.1</p>	<p align="center">PAGE NUMBER 1 OF 4</p>
<p>THIS POLICY RELATES TO:</p> <p><input checked="" type="checkbox"/> State-Operated Treatment Facilities <input checked="" type="checkbox"/> State-Operated Detention Facilities <input checked="" type="checkbox"/> Secure Residential Treatment Facilities <input checked="" type="checkbox"/> Therapeutic Residential Child Care Facilities <input checked="" type="checkbox"/> CHILD PLACEMENT AGENCIES <input checked="" type="checkbox"/> RESIDENTIAL CHILD CARE FACILITIES <input type="checkbox"/> Regional Offices <input type="checkbox"/> Central Office</p>	<p>CHAPTER: Admission, Transfer and Release</p>	
	<p>SUBJECT: Admission, Reception and Orientation</p>	
	<p>EFFECTIVE DATE: April 15, 2011</p>	
	<p>RELATED DIVISION OF YOUTH CORRECTIONS' STANDARDS: ADM 1.0 THRU 5.0, 7.0, 8.0 AND CS 3.0</p>	
	<p>RELATED DIVISION OF YOUTH CORRECTIONS' POLICIES: 12.3, 15.2, 9.4, 16.3,</p>	
	<p>STATE STATUTE: NONE</p>	
	<p>CODE OF COLORADO REGULATIONS: NONE</p>	
	<p>COLORADO DEPARTMENT OF HUMAN SERVICES POLICIES: NONE</p>	
	 <p align="center">John Gomez, Director</p>	

I. POLICY:

Each Division of Youth Corrections' facility shall have clearly defined procedures that govern the admissions, appropriate placement in a residential living area and/or sleeping room and reception process. To aid the juvenile's integration into the facility's current program, an orientation process shall be INITIATED as soon as possible, but no later than 24 hours following a juvenile's admission to the facility.

NOTE: The intent of this policy is applicable to all licensed Secure Residential Treatment CENTERS (SRTC), Therapeutic Residential Child Care Facilities (TRCCF), RESIDENTIAL CHILD CARE FACILITIES (RCCF), AND CHILD PLACEMENT AGENCIES (CPA).

II. DEFINITIONS:

A. Admission: The official consent to enter; the entrance of a juvenile from the outside to the inside of a facility or program.

B. CRITICAL INFORMATION ADVISEMENT FORM (CIA): A FORM UTILIZED TO COMMUNICATE A CURRENT STATUS, SAFETY PRECAUTIONS AND SPECIAL NEEDS WHEN THE JUVENILE IS RELEASED.

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- C. Facility Classification: THE USE OF formalized CLASSIFICATION TOOLS IN ASSESSING A juvenile's placement in an appropriate living unit and room assignment based on age, physical size, severity of offense, maturity level and any identified special needs. The results of the PREVAILING AND APPROVED CLASSIFICATION TOOLS (IE., SAB-VV, MASI, SIRS-R, AND EXTENDED) may indicate that a juvenile shall be placed on no double room status (NDR), or routine status
- D. Orientation: The process whereby new juveniles are informed of BASIC RIGHTS AND RESPONSIBILITIES AND what they may expect while IN PLACEMENT, what is expected of them, how the program operates, and how they may access various services and resources.
- E. Override: A formalized process to supersede A JUVENILE'S ASSESSED SECURITY LEVEL RECOMMENDATION FROM THE tool/classification findings.

III. PROCEDURES:

A. Admission:

Every Division of Youth Corrections COMMITTED AND Detention facility and contract residential programs shall have clearly defined procedures governing admission that includes, but IS not limited too the following:

1. The proper documentation and/or authorization for admission to the facility, TO INCLUDE THE CRITICAL INFORMATION ADVISEMENT FORM WHEN APPLICABLE.
2. CLASSIFICATION AND RISK ASSESSMENT TOOLS, AND
3. A complete search of the juvenile and his/her possessions and the disposition OR SAFEGUARDING of personal property, and
4. Shower and hair care, and
5. The issue of clean clothing or scrubs, and
6. The issue of personal hygiene articles such as toothbrush, toothpaste, comb and/or brush, and
7. A medical, dental and mental health screening. (see Division of Youth Correction Policy 12.3 Health Screenings, Appraisals And Physical Examinations), and
8. Assignment to a living unit AND ROOM DOCUMENTED IN TRAILS, and

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9. The recording of basic personal data and information to be used for mail, PHONE and visiting lists, and
 - a. Explanation of the procedures for mail, telephone and visiting (see Division of Youth Correction POLICIES 18.1 Juvenile Visiting, 18.2 Juvenile Correspondence and 18.3 Telephone), and
10. All juveniles shall be allowed to make up to two (2) unmonitored phone calls to parents, legal guardian(s) or attorneys upon entry to the facility to inform them of their current status and location, DOCUMENTED IN TRAILS. If a juvenile needs assistance in placing the call, a staff member shall assist the juvenile or shall place the call for the juvenile, as appropriate, and
11. Provision of written orientation materials to the juvenile, and
12. Complete intake information in the Colorado Trails database where available.

B. ADMISSION (DETENTION ONLY):

ONCE A DETERMINATION IS MADE THAT THE JUVENILE SHOULD BE ADMITTED TO A DETENTION FACILITY, THE ADMITTING STAFF MEMBER SHALL PREPARE A FACILITY CASE FILE UTILIZING THE COLORADO TRAILS DATABASE FOR EACH JUVENILE WHO IS NEW TO THE FACILITY, OR UPDATE THE PREVIOUSLY EXISTING INFORMATION, TO INCLUDE AT A MINIMUM:

1. Senate Bill 94 (SB94), or a facility admission staff member shall screen juveniles in order to assure that pre-adjudicated juveniles are only placed in the facility for cases involving protection of the public, prevention of self-injury, ensuring the presence of the juvenile at subsequent court appearances and for transfers to other jurisdictions, AND
2. If there is a court order to admit the juvenile, the screening process shall assure that juveniles who are runaways because of abuse, neglect or abandonment are not placed in a detention center, AND
3. A copy of the warrant, court order, police report or other document(s), which accompanied the juvenile to the facility, AND
4. Documented verbal orders from the magistrate or a verbal request from a regional office staff member.

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C. Housing Assignment:

It may become necessary to move a juvenile from their originally assigned residential unit/sleeping room. The initial FACILITY CLASSIFICATION (IE. SAB-VV) instruments shall be reviewed prior to changing a juvenile's status AND/OR LOCATION. HOUSING ASSIGNMENTS SHALL BE MADE WITH THE INTENT OF SEPARATING VICTIMS AND AGGRESSORS BY UNIT, ROOM OR FLOOR. UNDER NO CIRCUMSTANCES SHALL THOSE IDENTIFIED OR CONFIRMED AS SEXUALLY AGGRESSIVE BE HOUSED IN THE SAME ROOM AS INDIVIDUALS THAT HAVE BEEN IDENTIFIED AS SEXUALLY VULNERABLE, IN EITHER DIVISION OF YOUTH CORRECTIONS FACILITIES OR PRIVATE CONTRACT FACILITIES. Justification AND comments on FACILITY CLASSIFICATION instruments shall be documented identifying the rationale for the override.

D. Orientation:

All juveniles arriving at a Division of Youth Corrections' detention or COMMITMENT facility shall receive a thorough orientation to the facility's program, including the provision of written orientation materials, such as the facility's published HANDBOOK.

1. Orientation shall be INITIATED within 24-hours of a juvenile's arrival to the facility unless substantial reasons exist to justify delay. The reasons for delay shall be documented in the Colorado Trails database and/or the juvenile's file.
2. When a literacy/LANGUAGE BARRIER exists that renders written orientation materials ineffective, DIVISION OF YOUTH CORRECTIONS' POLICY 17.17 SHALL BE FOLLOWED.
3. ACCESS TO the facility's HANDBOOK shall be documented.

E. Juveniles in Detention facilities, Assessment Units, and COMMITMENT facilities shall be integrated into the daily program immediately after completing the intake process UNLESS SUBSTANTIAL REASONS FOR DELAY EXIST.